

# Needs Assessment Checklist



Sponsorship is a vital component impacting unit and family readiness.

The following Needs Assessment Checklist will help you successfully execute your duties as a sponsor. Please use it as a guide when contacting your newcomer to collect the information you will need to help the family with a successful move.

## Questions to ask

- ☐ **Family status:** single, single parent, married, married with children, other family members, any with special needs or circumstances
- ☐ **Number and ages of children:** special interests of children, interest in youth sponsorship
- ☐ **Family pets:** how many, travel arrangements, boarding needs, quarantine requirements at destination
- ☐ **Travel information:** car, plane, anticipated arrival date, transportation/pickup/meeting arrangements, passport/visa needs and shipping cars
- ☐ **Contact information:** phone(s), email addresses, mailing address, alternate/emergency contact information
- ☐ Do you need information on any of the following:
  - ☐ Cost of living
  - ☐ Installation housing
  - ☐ Local community housing
  - ☐ Apartment/home rentals
  - ☐ Preschools
  - ☐ Elementary schools
  - ☐ Middle schools

*Sponsor Training Checklist, continued*

- ☐ High schools
  - ☐ Home schooling
  - ☐ Private schools
  - ☐ Child care (installation/home day care/other options)
  - ☐ Billeting/temporary lodging
  - ☐ Employment (spouse/other family members Exceptional)
  - ☐ Family Member Program
  - ☐ Temporary P.O. Box
  - ☐ Weather
  - ☐ Local community information (attractions)
  - ☐ Other
- ☐ Can I have the relocation assistance manager from the Military and Family Support Center contact you directly?